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**Command Policy**

**HIGH-LEVEL INQUIRIES**



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This instruction implements and references Air Force Policy Directive (AFPD) 90-4, *Relations with Congress*, and Air Force Instruction (AFI) 90-401, *Air Force Relations With Congress*. The objective of this instruction is to assist 60th Air Mobility Wing (AMW) leadership properly coordinate and respond to Presidential, Congressional and other High-Level inquiries. This instruction establishes procedures and outlines responsibilities within the 60 AMW when contact is received either directly from an elected official, through official Air Force channels normally tasked to respond to High-Level inquiries or through MAJCOM functional offices. This instruction applies to all 60 AMW units.

**1. 60th Air Mobility Wing Policy Regarding High Level Inquiries.**

1.1. Members of the 60 AMW will respond promptly, accurately and fully to all High-Level inquiries. High-Level inquiries are defined as requests for information originating from the White House and Members of Congress or their staffs.

1.1.1. High-Level inquiries also include requests for information from Air Force or Major Command (MAJCOM) functional staffs that are tasked to reply to the offices listed above.

1.2. The 60 AMW Commander is the approval authority for all responses to High-Level inquiries.

1.3. The 60 AMW Commander will sign all responses sent to elected officials or their staff, General Officers or Air Force and MAJCOM Staff Directors. The Wing Commander can delegate this to a Group Commander on a case-by-case basis.

1.4. The appropriate Group Commander will reply to all High-Level inquiries relayed by Air Force or MAJCOM functional staff following approval of the response by the 60 AMW Commander.

**2. Managing High-Level Inquiries.**

2.1. AFI 90-401, *Air Force Relations With Congress*, provides guidance on Congressional Inquiries. The Secretary of the Air Force, Office of Legislative Liaison (SAF/LL) is the agency tasked to

respond on behalf of the Air Force to all member, staff, and constituent queries received from the White House and Members of Congress. Ordinarily, congressional members contact the Air Force through the Congressional Inquiry Division (SAF/LLI) who in turn tasks the appropriate Air Force agency. Queries normally flow from Air Staff to MAJCOM functional offices to the unit as necessary to obtain the appropriate reply.

2.2. If a High-Level inquiry is received directly by a 60 AMW unit without SAF/LL coordination, contact the 60 AMW Inspector General (IG) for directions on answering the query. 60 AMW/IG will contact SAF/LLI to determine response actions to inquiries received outside SAF/LL channels. To expedite answering the inquiry, the individual who received the inquiry should begin preparing the response while the IG determines the channel to be used to answer the query.

2.2.1. All 60 AMW personnel must evaluate the information requested in terms of its classification and local sensitivity. Refer requests for classified information, For Official Use Only (FOUO), and locally sensitive information to the Office of the Secretary of the Air Force through SAF/LL.

2.2.2. Unless specifically identified otherwise, information must be protected IAW AFI 33-332, *Air Force Privacy Act Program* and DoD Regulation 5400.11; *DoD Privacy Program*. Before release of personal information, the individual tasked with answering the query must obtain a Privacy Act Release statement ([Attachment 2](#)) from the individual in question.

2.3. Due to the short suspense normally associated with a High-Level tasking, the preferred method to coordinate and answer the inquiry is through e-mail. The individual tasked with answering the response must ensure that all questions contained in the query are answered. If necessary, forward excerpts from the inquiry to the appropriate offices with your request for inputs.

2.3.1. When information from outside your assigned squadron or group is required, initiate contact with the Squadron Commander and courtesy copy the Group Commander in your e-mail request. The Squadron Commander will provide the requested information to the POC, obtaining Group Commander concurrence if the information is being sent to a member outside the Group.

2.3.2. The POC will consolidate the answers into a reply and forward it to 60 AMW Judge Advocate's (JA) office and 60 AMW/IG for final coordination. After JA and IG review, the POC will forward the completed reply to the Group Commander for review.

2.3.2.1. The JA and IG may coordinate twice on the response: once with an initial input and the second time on the completed reply prior to Group Commander endorsement. If extensive changes occur to the proposed response during coordination and any doubt exists regarding the need for additional coordination, contact the office in question and determine the requirement.

2.3.3. Issues regarding personnel are channeled from SAF/LLI through the Air Force Personnel Center Commander's Action Group (AFPC/CCXI). AFPC/CCXI forwards inquiries to the MPF Commander on personnel issues. Normally, the MPF Commander will coordinate the answer with the units in question via e-mail. To answer the inquiry, the MPF Commander will task the appropriate organization with questions from the text of the AFPC tasking. Each question must be answered thoroughly to expedite the Wing's response. The MPF Commander will draft the final response based on the inputs received and forward the proposed answer electronically to the 60 AMW JA and IG for final coordination. After JA and IG concurrence, the MPF CC will forward the proposed reply to the 60 AMW Commander for approval and release.

2.4. Following the Group Commander's review, the POC will forward the response to the Wing Commander for approval and release.

2.5. The Wing Commander will respond to all queries received directly from SAF/LL or MAJCOM Director or higher office. A statement indicating the 60th AMW Commander approves release of the reply meets the intent of this instruction.

2.5.1. When the reply is to a MAJCOM functional office that is compiling a Headquarters response, the Wing Commander will approve the reply and return it to the Group Commander for release.

2.6. If the query does not lend itself to e-mail coordination due to method of receipt, size or number of attachments, complete coordination using the AF Form 1768, **Staff Summary Sheet (SSS)**. To reduce delay, provide each office tasked to answer the query a copy of the SSS and indicate the form has been "shotgunned" to the offices listed. Clearly identify the information requested from each office either on the SSS or as a Tab to the SSS.

2.6.1. Offices tasked to provide information should provide both hardcopy signed by the appropriate commander and a disk containing the same information. The info on the disk will be used by the POC to draft the final response.

2.7. The POC will provide the 60 AMW/IG a copy of the response after Wing Commander approval. The IG will maintain a copy of the response IAW with Air Force Records Disposition Schedule, accessible on-line at <https://webrims.amc.af.mil>. Non-routine inquiries, as defined in the Records Disposition Schedule, will be maintained for five years; routine inquiries for one year."

### 3. Forms Adopted. AF Form 1768, **Staff Summary Sheet**.

ALLARD R. CARNEY, Colonel, USAF  
Director, Wing Staff

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD Regulation 5400.11; *DoD Privacy Program*  
AFPD 90-4, *Relations with Congress*  
AFI 33-332, *Air Force Privacy Act Program*  
AFI 90-401, *Air Force Relations With Congress*  
AFMAN 37-139, *Records Disposition Schedule*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction  
**AFIA**—Air Force Inspection Agency  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AMC**—Air Mobility Command  
**DOD**—Department of Defense  
**HHQ**—Higher Headquarters  
**IAW**—In Accordance With  
**IG**—Inspector General  
**JA**—Judge Advocate  
**MAJCOM**—Major Command  
**OPR**—Office of Primary Responsibility  
**POC**—Point of Contact  
**SSS**—AF Form 1768, Staff Summary Sheet

**Attachment 2****SAMPLE PRIVACY ACT RELEASE STATEMENT**

1. Formal requests from SAF/LLI and AFPC/CCXI may include notification that a Privacy Act Release statement is required and provide an example of the verbiage to use. Direct contact from Congressional staff members and requests for information from MAJCOM functionals often do not provide the same guidance. In the absence of a recommended Privacy Act release statement, if personal information is required to answer the inquiry, the following statement, on official letterhead, may be used:

I, (print name) \_\_\_\_\_, authorize/decline (circle one) release of Privacy Act information obtained from this inquiry to (name of individual initiating request) \_\_\_\_\_.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_